



FACILITATING A **S**AFE **H**EALTHY **I**NCLUSIVE **E**NERGIZED **L**INKED, AND **D**IVERSE WORK ENVIRONMENT

### SHIELD Certificate: Workforce Fundamental Core Courses

- [New Employee Orientation](#)
- [City of Riverside Mission, Vision, and Values/Workplace Ethics](#)
- [Valuing Diversity](#)
- [Preventing a Hostile Work Environment](#)
- [Workplace Safety/Standardized Emergency Management System \(SEMS\)](#)
- [Recognizing Signs of Substance Misuse](#)
- [Stress Management](#)
- [Staying Energized at Work](#)

### SHIELD Certificate Information

#### Eligible Participants

- (1) New/recently hired employees.
- (2) All other employees.

*Note: **Supervisor/Manager approval** is a **pre-requisite** for all participants.*

#### Requirements

- Complete all core courses specified for this certificate program: 8 'in class' courses.

#### Total Duration

- 32 hours in 4 months.
- Per month: 2 x 4 hour 'in class' course sessions.

#### Availability

- The full certificate program is offered once per trimester.
- Contingent on seating availability, all courses within this program may be accessed as 'independent' modules by **non-certificate participants** who otherwise satisfy the "Eligible Participants" conditions for the entire program.
- 'New Employee Orientation' (NEO) is offered monthly (*note: if you have already completed NEO, you are eligible to receive an exemption from that course*).

**Note:** Participants who meet the eligibility requirements for the SHIELD Certificate program and would like to be enrolled for the entire program may [click here](#) for registration details. **Non-certificate participants** who are eligible may register for these courses as independent modules

### SHIELD Stand Alone Course

- CPR/First Aid

**Note:** This course is not within SHIELD Certificate program; offered at least once per year; open to employees who otherwise satisfy the "Eligible Participants" conditions for the SHIELD Certificate program.